

## **Printing Instructions for On-Line Plan Sets**

The below instructions are general guidelines for printing Lake County Division of Transportation plans sets that are downloaded from the following website:

<http://www.lakecountyil.gov/Transportation/Business/Bids-Roadwork.htm>.

1. Most plan sets have been created for a 24" x 36" page size, however projects initiated after January 2007 will have plan sets created for 22" x 34" sheets. Occasionally other sheet sizes, such as 8.5" x 11" or 11" x 17" are used. The page size of a sheet in a PDF document can be determined by first opening the PDF document. Then scroll through the document until you have found the page in the document you would like to know the size of. Click "File", "Document Properties", and the page size will be shown near the bottom of the "Description" tab. The correct page size must be known so that it can be printed to the correct scale, if applicable.
2. Once the page size is known, it can be printed at the correct scale to any printer that can handle the paper size of the document sheet. For most plan sets, the sheets will be 24" x 36", or 22" x 34" and need to be printed on a large format printer. The document can also be printed to 11"x17" paper, or any other size of paper, but it **WILL NOT BE TO THE PROPER SCALE** if the document page is 24" x 36". A 22" x 34" sheet will print at one half the scale when printed to an 11" x 17" paper size.
3. When printing the PDF plan sets, a few items must be correctly set in the print dialog box in order to assure plans are printed at the correct scale.
  - a. Paper size: This must be set to the same size as the document. See item 1 above to determine document size.
  - b. Auto-Rotate and Center: This option should be checked "ON" in the "Page Handling" section of the print dialog box.
  - c. Page Scaling: This option in the "Page Handling" section **MUST** be set to "**None**" in the page scaling drop-down menu. If any other option is selected, the printed sheet of the plan set will not be to the correct scale. The plans have been printed to the correct scale when the PDF was created. No reduction or fitting to printer margins is necessary.

If there are any questions regarding the printing of PDF plan sets or contract documents downloaded from the Lake County Division of Transportation website, contact Darrell Kuntz at 847-377-7400.